



## Indiana State Teachers' Retirement Fund

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### Subscription Agreement with **accessIndiana** For P31 submission

In our continuing effort to deliver a high standard of service to the public school corporations of Indiana, the Indiana State Teachers' Retirement Fund now offers the ability to submit P31's using our website. Before access can be granted for these sites this, subscription agreement must be completed and mailed to the Indiana State Teachers' Retirement Fund. (To see TRF's procedures for Subscription Agreements, click [here](#).) Upon receipt of a correctly completed subscription agreement, a password and user ID will be assigned to each respective user enabling access to submit the P31 report on-line.

#### Guidelines:

1. There will be no fee for the user name and password for the life of the user name and password.
2. Users will be notified of their user names and passwords via the email address as signed for on this agreement.
3. **Important: The original signed form must be mailed to TRF. FAX copies of this form are not acceptable.**

#### PRIMARY NAME ASSIGNMENT

Please complete form for whom will be the primary user for your school's account

Printed Name	Signature	e-mail address
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Please complete the following school information:

School Name		Unit #
Street Address		City, State
Phone #	Fax #	Date